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EYES ONLY

CONFIDENTIAL

Minutes of the 38th Meeting

of the

Administration Career Board

20 October 1958

1. Those present:

Mr.
Mr.
Mr.
Gen.
Mr.
Dr.
Mr.
Mr.
Mr.
Mr.
Mr.



Secretary

2. The Minutes of the Thirty-seventh Meeting of the Administration Career Board were approved as presented except the first sentence in paragraph 7. of the Minutes should read as follows: "The Board recommended that the Executive Secretary work out with the Working Committee the most appropriate utilization of the personnel listed in paragraph 6....."

3. The draft of Procedures to be followed by the Competitive Evaluation Panels was presented to the Board members for their consideration. Mr. Robert [REDACTED] Chief, Personnel Utilization Division, Office of Personnel discussed the philosophy and mechanics of the systems of competitive evaluation for promotion used in other Government departments and agencies as well as the various methods used throughout this Agency. He also discussed the significant factors for Panel consideration in evaluating employees as listed in [REDACTED] Guide for Competitive Evaluation Panels.

4. The Board members recommended adopting for the Administration Career Service the following two procedures: first, all personnel in each grade category will be ranked; and, second, a point system will be used as one of the ways of arriving at the numerical ranking order of the personnel in each grade category. The Executive Secretary was instructed to work out with Mr. [REDACTED] a proposed point system to be used by the Panels. It was recommended that the systems now being used by the Logistics, Communications, and Security Career Boards be analyzed as possible aids in formulating a system which will fulfill the requirements of the Administration Career Service. It was felt that a very important part of such a system was the weight which is to be given to the various criteria to be considered in the evaluation of an employee. It was recommended that a

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draft of the proposed point system be presented to the Officers at the Senior Administrative Officers Conference for the purpose of soliciting their advice concerning the proposed weight given to the various criteria. Prior to the Meeting of the Fifth Competitive Promotion Panel in November, 1959, the members of the Board will be requested to approve the proposed point evaluation system. It was emphasized by the Board that the point system for competitive evaluation of the Administrative Officers is not to be used as a formal method of ranking and is not to replace the professional judgment of the members of the Panel in arriving at the final rankings. The rankings developed by the point system will be used as a major factor in arriving at the recommended rankings of the Panel to the Administration Career Board and the final rankings which the Board will submit to the Head of the Career Service.

5. The Board recommended that the following candidates be appointed as members of the Fifth Competitive Promotion Panel of the Administration Career Board:

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Executive Secretary
Administration Career Board

The above recommendations and conclusions of the Administration Career Board are approved:



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L. K. WHITE
Deputy Director
(Support)